

GENERAL DESCRIPTION OF CLASS

The ENVIRONMENTAL HEALTH SPECIALIST 1 [under general direction of a Registered Sanitarian] inspects facilities and equipment for compliance with environmental health regulations, investigates and assesses the impact of adverse environmental conditions affecting the public health, and prepares health permits.

DISTINGUISHING FEATURES

This is the first of a three-level series. The Environmental Health Specialist 1 performs entrance level evaluation and analysis work in learning to apply their training and/or education in the identification of environmental hazards, solving environmental problems, and assessing health risks. Employees in this class assist in the performance of natural and social science or engineering surveys and investigations to identify, assess, report, and solve environmental problems; assist with environmental control and resource management studies; and may complete such projects of less difficult nature. Employees in this class cannot authorize a nonprescribed course of action but may recommend such action to a superior. Employees in this class are assigned environmental duties characterized by routine inspections and follow up on compliance notices where a lesser impact on public health will occur from action taken. Duties may also include collecting water samples, verifying test results, measurements, and construction requirements, and gathering research data as necessary for inclusion in technical reports.

DUTIES AND RESPONSIBILITIES

Allocation of positions to this class will depend on the total work performed which may include one or a combination of the duties or tasks listed below.

1. **Compliance Assurance and Investigation.** Typical tasks: collects environmental samples (e.g., water and waste water samples, soil, and air samples) for laboratory analysis; interprets lab results to determine compliance with existing rules and regulations; conducts follow-up inspections of public facilities to determine compliance; investigates complaints of noncompliance; assists in preparation of reports; reviews plans of public facilities prior to granting operating permit; assists in environmental emergency response.
2. **Technical Assistance.** Typical tasks: explains agency rules and procedures to the public and industry; explains agency regulations to local governments, contractors, establishment owners, and consultants seeking permits for construction and operation of a public facility; discusses rules and guidelines with local governments and regulated businesses concerning programs in environmental sanitation; may review facilities to determine if compliance is within minimum sanitation standards set by the agency and forwards investigation results to superiors.
3. **Permit Review and Evaluation.** Typical tasks: provides technical assistance in preparation of reports for issuance of permits; aids applicants in the process of applying for health permits for new and existing facilities.
4. **Special Projects.** Typical tasks: conducts special studies, prepares reports, provides statistical analysis of findings based on data collected from special projects.

RELATIONSHIPS WITH OTHERS

Employees in this class contact, in person or by phone, owners and operators of licensed facilities as needed to conduct follow-up and compliance checks, respond to complaints, and provide general information on rules and laws governing environmental sanitation. Employees in this class have regular contact with the project or program coordinator and program manager to exchange information. Occasional contact occurs with the general public to exchange information. The frequency of each contact varies with the work assignment or the environmental program.

SUPERVISION RECEIVED

Employees in this class receive direct supervision from a Registered Sanitarian who reviews work regularly for completeness and conformance with agency policy, procedures, regulations, and State and Federal laws. Work is assigned by program supervisor and may include limited program responsibility. Completed work is reviewed for technical adequacy, accuracy, and timeliness.

GENERAL INFORMATION

Positions in this class are found in central and field locations and serve a regulatory function. They require the willingness to work within the environment associated with the position's location and purpose. They require the willingness to travel to field sites and pollution sources under adverse conditions. They require the willingness to work irregular and extended hours when responding to emergency situations. They require the willingness to work in close proximity to toxic or infectious material. They require the willingness to climb, kneel, stoop, and crouch while performing inspections or collecting samples.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

Basic knowledge of the theory, principles, and practices of environmental sanitation and how it is applied for control and protection of public health.

Basic knowledge of the management of disease transmission.

Basic knowledge of food protection, water and waste water treatment, solid waste disposal, vector control (insects, rodents), and pool and spa sanitation, housing hygiene, and use of control principles and equipment (specific knowledge requirements will be based on individual positions).

Skill in evaluating facts and determining logical action.

Skill in communicating orally and in writing with a variety of people, answering questions and explaining information and decisions.

Ability to perform at an analytical level in an environmental sanitation program.

Ability to learn and apply specific agency operations, policies, and procedures, pertinent laws and regulations, and how they interrelate and affect assigned work.

Ability to learn, select, and apply basic principles, theories, techniques, and practices to the pollution source being monitored.

Ability to recognize noncompliance and procedural irregularities.

Ability to write investigative or narrative reports.

Ability to apply tact and diplomacy with others to gain cooperation.

Ability to testify in administrative hearings or court proceedings.

Some positions in this class may require one or more of the following:

Ability to respond to emergency spill situations with recommendations for handling them.

Ability to acquire registration as a sanitarian in the State of Oregon.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.